

**HEC MONTRÉAL**

**Règlement relatif aux  
exigences linguistiques à  
HEC Montréal**

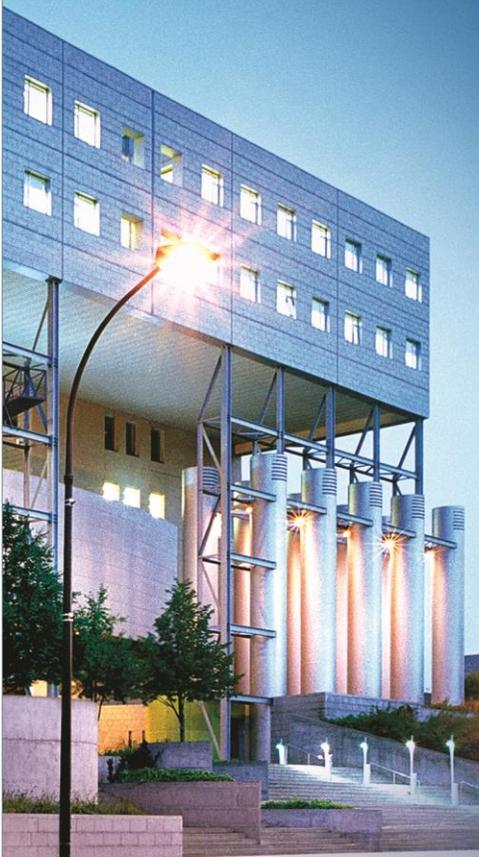
**Regulation on language  
requirements at HEC  
Montréal**

**Adopted by the Academic Council**

**April 16, 2014**

**Amended**

**May 20, 2015, March 1, 2017, March 13, 2019,  
and April 22, 2020**



## **1. FRAMEWORK OF REFERENCE FOR LANGUAGES**

The HEC Montréal Framework of Reference for Languages is inspired by The Common European Framework of Reference for Languages. Language competencies are determined according to a scale ranging from beginner (no knowledge) to expert (mother tongue). Equivalencies for admission recognized by HEC Montréal according to this framework are shown in Appendix 1.

Admission requirements may be met in different ways depending on whether a student is French-, English-, or Spanish-speaking. Students must determine their status according to the criteria stated in Appendix 2.

HEC Montréal's language tests HECFRAN, HECTOPE and ELENHEC are non-eliminatory tests that may be required after admission, depending on the language of study or the program chosen, in order to meet graduation requirements. Students in any program may choose to have their language skills in French, English or Spanish evaluated by means of these tests.

The HECFRAN, HECTOPE and ELENHEC tests serve to evaluate fluency in business French, and proficiency in business English and business Spanish respectively. Students are permitted to take these tests only once. In exceptional cases, at the recommendation of the program director, students may be authorized to take the test a second time.

Depending on the test score and each program's requirements, the School may require that the student take language courses or remedial courses. The results of the test(s) and courses taken will be shown on the student's transcript.

Students who pass HEC Montréal's French academic and professional writing techniques course are considered to have passed the HECFRAN test.

Students who pass HEC Montréal's intermediate-advanced business English or business Spanish courses are considered to have passed the English HECTOPE test or the Spanish ELENHEC test.

## **2. PARTICULAR LANGUAGE REQUIREMENTS**

### **2.1. CERTIFICATE PROGRAMS AND SHORT UNDERGRADUATE PROGRAMS**

#### **2.1.1. ADMISSION**

All non-Francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program.

Non-Francophone applicants with basic proficiency may be admitted if they register for two 3-credit qualifying courses. Those with intermediate proficiency may be admitted if they register for one 3-credit qualifying course, in their first term of study.

Such students must pass the compulsory business French qualifying course or courses by the end of their third term after admission in order to continue in their program of study.

Students who complete 9 credits of courses in the program structure by the end of their first or second term after admission without having passed the compulsory business French course or courses must take this or these courses concurrently with other courses in their program.

### **2.1.2. GRADUATING WITH A BACHELOR OF MANAGEMENT (BMGT) FROM HEC MONTRÉAL**

To earn a Bachelor of Management (BMgt) from HEC Montréal, students must pass the HECFRAN test or the compulsory equivalent French course. They must also demonstrate an intermediate level of English proficiency by successfully completing the HECTOPE test or an equivalent-level business English course.

## **2.2. BBA AND BBA WITH PREPARATORY YEAR**

### **2.2.1. ADMISSION**

All non-Francophone candidates must prove that they have advanced intermediate proficiency in French when they apply for the program. Candidates with intermediate level proficiency may be admitted on the condition that they pass the business French course or courses required by HEC.

### **2.2.2. LANGUAGE PLACEMENT**

All candidates admitted to the BBA or the BBA with preparatory year must take an English placement test. To be admitted to the trilingual stream or take Spanish courses, a Spanish placement test is also required. The sole purpose of these tests is to assess students' level of proficiency so they can register for a language course. The test results cannot be used to obtain a mention on transcripts or a diploma.

### **2.2.3. GRADUATING**

To obtain a diploma, in the French, bilingual or trilingual streams, all students must pass the HECFRAN test or the equivalent French course. On the recommendation of the program director, students in the “Francization” stream who pass an intermediate-advanced French course may be able to obtain their degree.

In order to graduate, students must demonstrate at least an intermediate level in English by taking the HECTOPE test or passing an equivalent-level English course.

Those who wish to obtain a bilingual or trilingual mention at the end of their studies must meet additional conditions (see <https://www.hec.ca/etudiants/mon-programme/baa/mentions/index.html>).

## **2.3. GRADUATE PROGRAMS**

### **2.3.1. PROGRAM OFFERED IN FRENCH**

All non-Francophone candidates must prove their level of proficiency in French when they apply for the program. The required level is advanced for the MSc and intermediate-advanced for the other graduate programs.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on the condition that they pass the language course or courses required by HEC Montréal.

In the French graduate programs, many reading materials and reference documents are in English. Proficiency in English is therefore necessary to succeed. Students must ensure that their English skills are at least at the intermediate level.

Note that the labour market in Quebec, and particularly in Montréal, generally requires a good knowledge of English. Anyone who does not have the required language proficiency is strongly encouraged to obtain an English as a second language mention. See section 2.6.

### **2.3.2. PROGRAM OFFERED IN ENGLISH**

All non-Anglophone applicants must prove that they have advanced-intermediate proficiency in English when they apply. The required level for the MSc is advanced and advanced-intermediate for the other graduate programs.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on the condition that they pass the language course or courses required by HEC Montréal.

Note that the labour market in Quebec, and particularly in Montréal, generally requires a good knowledge of French. Anyone who does not have the required language proficiency is strongly encouraged to obtain a French as a second language mention. See section 2.6.

## **2.4. DOCTORATE PROGRAM**

All candidates who are not Anglophone or Francophone must prove their proficiency in advanced English or French when they apply for the program.

The program director may recommend that candidates who do not have the necessary proficiency be admitted on condition that they pass the language course or courses required by HEC Montréal.

Students who do not have an intermediate-advanced level of French are strongly encouraged to obtain a French-as-a-second-language mention. See section 2.6.

## **2.5. PARTICIPATION IN EXCHANGE PROGRAMS**

The host university may impose particular language requirements.

## **2.6. SECOND LANGUAGE AND FOREIGN LANGUAGE SKILLS**

For students who so request, HEC Montréal will include a mention of language proficiency in French, English or Spanish on their transcripts. To obtain this mention, students must demonstrate proficiency in the target language at the intermediate-advanced level or higher, either by taking the School's language test or passing a language course at HEC Montréal.

## **3. USE OF FRENCH AND OTHER LANGUAGES IN PROGRAMS (EXCLUDING LANGUAGE COURSES)**

### **3.1. TEACHING MATERIALS**

Textbooks and course notes are generally written in the language of instruction. In the courses taught in French or in Spanish, some of the teaching materials may be in English (e.g., reference books, case studies or websites). Examination forms and instructions for assignments are in the language of instruction. Supplementary documents for exams and assignments are mainly in the language of instruction but may also be in English for courses taught in French or Spanish. For courses taught in French in undergraduate programs, all documents supplementing exams sheets, such as case studies, must be in French.

### **3.2. WRITING OF ASSIGNMENTS AND EXAMINATIONS**

Students normally write their assignments and examinations in the language of instruction for the course.

For undergraduate courses offered in French, students may, with the course coordinator's approval, write their exams in English. For courses offered in English or Spanish, students may write their exams in French, with the course coordinator's approval.

At the graduate level, students may write their assignments or exams in French or in English with the instructor's approval.

### **3.3. THESES, DISSERTATIONS AND OTHER SYNTHESIS ACTIVITY REPORTS**

Theses, dissertations and synthesis activity reports (e.g., supervised projects, directed research and integrative projects) are usually completed in the program's language of instruction. They may be written in another language with the program director's approval.

## APPENDIX 1

Test or diploma results are valid for two years after the test date.

<b>HEC Montréal Framework of Reference for Languages</b>								
<b>French</b>							<b>Spanish</b>	
	<b>TFI</b>	<b>DELF/ DALF</b>	<b>TCF</b>	<b>TEF</b>	<b>AP</b>	<b>SAT</b>		<b>DELE</b>
<b>Expert</b>		C2	C2 (6) 600-699	C2 (6) 834-900			<b>Expert</b>	C2
<b>Advanced</b>	850-990	C1	C1 (5) 500-599	C1 (5) 699-833			<b>Advanced</b>	C1
<b>Intermediate-advanced</b>	750-845	B2, B3, B4	B2 (4) for each compulsory test 400-499	B2 (4) 541-698	4	700/700	<b>Intermediate-advanced</b>	B2
<b>Intermediate</b>	605-745	B1	B1 (3) 300-399	B1 (3) 361-540	3	620/640	<b>Intermediate</b>	B1
<b>Elementary</b>	400-600	A2	A2 (2) 200-299	A2 (2) 204-360	2	500/500	<b>Elementary</b>	A2
<b>Beginner</b>	200-395	A1	A1 (1) 100-199	A1 (1) 69-203			<b>Beginner</b>	A1
AP: Advanced Placement (French) DELF/DALF: Diplôme d'études en langue française/Diplôme approfondi de langue française SAT: Scholastic Assessment Test (French) TCF: Test de connaissance du français TEF: Test d'évaluation en français TFI: Test de français international (ETS) DELE: Diploma of Spanish as a Foreign Language								

## HEC Montréal Framework of Reference for Languages

### English

	<b>IELTS</b>	<b>TOEFL IBT</b>	<b>TOEIC</b>	<b>AP</b>	<b>SAT</b>	<b>BULATS</b>	<b>CAMBRIDGE</b>
<b>Expert</b>	8.5 and 9	115-120	960-990			90-100	Certificate of Proficiency in English (CPE) passed with a “C”
<b>Advanced</b>	7, 7.5 and 8	95-114	781-959			75-89	Cambridge English: Advanced (CAE) passed with a “C”
<b>Intermediate-advanced</b>	5.5, 6 and 6,5	72-94	601-780	4	700	60-74	Cambridge English: First (FCE) passed with a “C”
<b>Intermediate</b>	4.5 and 5	42-71	401-600	3	620-640	40-59	Cambridge English: Preliminary (PET) passed with a “C”
<b>Elementary</b>	4	20-41	255-400	2	500	20-39	Cambridge English: Key (KET) passed with a “C”
<b>Beginner</b>	3.5 and lower	19 and lower	254 and lower			0-19	Cambridge English: Movers (YLE Movers) passed with a “C”

**AP:** Advanced Placement  
**BULATS:** English Business Language Testing Service  
**Cambridge:** Cambridge English Language Assessment  
**IELTS:** International English Language Testing System  
**SAT:** Scholastic Assessment Test (English)  
**TOEFL IBT:** Test of English as a Foreign Language - Internet-Based Test  
**TOEIC:** Test of English for International Communication

## APPENDIX 2

### DEFINITIONS

- a) “Francophone student”: a student is considered Francophone, for admission purposes, if they meet one of the following criteria:
- Passed a French-as-a-second-language course at an English-language CEGEP in Quebec.
    - Level 103 for the MSc program
    - Level 102 for all other programs
  - Completed high school entirely in French in Canada, without taking any welcome or francization courses.
  - Hold a Diplôme de baccalauréat from a French academy.
  - Hold a Certificat d’enseignement secondaire supérieur from Belgium, taken in an entirely Francophone environment.
  - Hold a Diplôme national du brevet from Switzerland, taken in an entirely Francophone environment.
  - Passed an institutional language test with a score of at least 60% within the past two years at another French-language university or recognized assessment body with requirements for French-language proficiency equivalent to those of HEC Montréal, including:
    - UQAM French Test
    - TFLM (Université de Montréal and Université Laval)
    - Test de français d’admission de la FEP (Université de Montréal)
    - Test de maîtrise du français (École Polytechnique de Montréal)
    - TECFÉE (CÉFRANC)
  - Completed three years (90 credits or 180 ECTS) of university studies entirely in French at a French-language university (excluding internships, directed studies and theses).
  - Hold a certificate of language proficiency in French as a second language, issued by a recognized educational institution (30 credits).
- b) “Anglophone student”: a student is considered Anglophone, for admission purposes, if they meet one of the following criteria:
- Hold a diploma of collegial studies (DCS) from an English-language institution.
  - Completed high school entirely in English, without taking any welcome or anglicization courses.

- Passed an English-as-a-second-language course at a French-language CEGEP in Quebec.
    - Level 103 for the MSc program
    - Level 102 for all other programs
  - Passed a language test at an English-language university with requirements for English-language proficiency equivalent to those of HEC Montréal.
  - Completed three years (90 credits) of university studies entirely in English at an English-language university (excluding internships, directed studies and theses).
  - Hold a certificate of language proficiency in English as a second language, issued by a recognized educational institution (30 credits).
- c) “Spanish-speaking student”: a student is deemed to be a Spanish speaker, for admission purposes, if they meet one of the following criteria:
- Completed three years (90 credits) of undergraduate university studies entirely in Spanish at a Spanish-language university (excluding internships, directed studies and theses).
  - Hold a certificate of language proficiency in Spanish as a second language, issued by a recognized educational institution (30 credits).
  - Hold a high school or college diploma (bachillerato or equivalent) in Spanish.